

**To:** Greenwalt, Sarah[greenwalt.sarah@epa.gov]  
**From:** No, Fredrick  
**Sent:** Mon 5/7/2018 2:09:52 PM  
**Subject:** RE: NRDC FOIA (EPA-HQ-2017-010175) - non-email records search request

Hello Sarah,

Thank you for your prompt and thorough response! Much appreciated.

Bests,

Fred

Fred No  
U.S. EPA  
Office of Administrator

Office of the Executive Secretariat  
(202) 564-2793

**From:** Greenwalt, Sarah  
**Sent:** Monday, May 7, 2018 10:08 AM  
**To:** No, Fredrick <No.Fredrick@epa.gov>  
**Subject:** RE: NRDC FOIA (EPA-HQ-2017-010175) - non-email records search request

Thank you for your email, Fred.

I have no records responsive to this request. I searched "State Action Tour" in my "documents" folder on my computer, and looked through my hard-copy files and found no documents responsive to this request.

1. Have you ever used personal email to conduct Agency business related to the decision process used to decide which states Administrator Scott Pruitt would attend during his "State Action Tour" or which non-EPA persons/organizations/entities would meet with during his "State Action Tour?" No.

**Sarah A. Greenwalt**

U.S. Environmental Protection Agency

Work: 202-564-1722|Cell: 202-816-1388

[Greenwalt.Sarah@epa.gov](mailto:Greenwalt.Sarah@epa.gov)

**From:** No, Fredrick

**Sent:** Friday, May 4, 2018 1:08 PM

**To:** Bennett, Tate <[Bennett.Tate@epa.gov](mailto:Bennett.Tate@epa.gov)>; Best-Wong, Benita <[Best-Wong.Benita@epa.gov](mailto:Best-Wong.Benita@epa.gov)>; Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>; Brennan, Thomas <[Brennan.Thomas@epa.gov](mailto:Brennan.Thomas@epa.gov)>; Daniell, Kelsi <[daniell.kelsi@epa.gov](mailto:daniell.kelsi@epa.gov)>; Dennis, Allison <[Dennis.Allison@epa.gov](mailto:Dennis.Allison@epa.gov)>; Dewey, Amy <[Dewey.Amy@epa.gov](mailto:Dewey.Amy@epa.gov)>; Downing, Donna <[Downing.Donna@epa.gov](mailto:Downing.Donna@epa.gov)>; Drinkard, Andrea <[Drinkard.Andrea@epa.gov](mailto:Drinkard.Andrea@epa.gov)>; Eisenberg, Mindy <[Eisenberg.Mindy@epa.gov](mailto:Eisenberg.Mindy@epa.gov)>; Ferguson, Lincoln <[ferguson.lincoln@epa.gov](mailto:ferguson.lincoln@epa.gov)>; Ford, Hayley <[ford.hayley@epa.gov](mailto:ford.hayley@epa.gov)>; Forsgren, Lee <[Forsgren.Lee@epa.gov](mailto:Forsgren.Lee@epa.gov)>; Goodin, John <[Goodin.John@epa.gov](mailto:Goodin.John@epa.gov)>; Gordon, Stephen <[gordon.stephen@epa.gov](mailto:gordon.stephen@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Greenwalt, Sarah <[greenwalt.sarah@epa.gov](mailto:greenwalt.sarah@epa.gov)>; Gregory, Brandon <[Gregory.Brandon@epa.gov](mailto:Gregory.Brandon@epa.gov)>; Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>; Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>; Konkus, John <[konkus.john@epa.gov](mailto:konkus.john@epa.gov)>; Kunding, Kelly <[kunding.kelly@epa.gov](mailto:kunding.kelly@epa.gov)>; Kwok, Rose <[Kwok.Rose@epa.gov](mailto:Kwok.Rose@epa.gov)>; Lyons, Troy <[lyons.troy@epa.gov](mailto:lyons.troy@epa.gov)>; McMurray, Forrest <[mcmurray.forrest@epa.gov](mailto:mcmurray.forrest@epa.gov)>; Milbourn, Cathy <[Milbourn.Cathy@epa.gov](mailto:Milbourn.Cathy@epa.gov)>; Tanner, Lee <[Tanner.Lee@epa.gov](mailto:Tanner.Lee@epa.gov)>; Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)>

**Cc:** White, Elizabeth <[white.elizabeth@epa.gov](mailto:white.elizabeth@epa.gov)>; Feeley, Drew (Robert) <[Feeley.Drew@epa.gov](mailto:Feeley.Drew@epa.gov)>

**Subject:** NRDC FOIA (EPA-HQ-2017-010175) - non-email records search request

Hello,

You have been identified as a custodian likely to have agency records responsive to a FOIA request from requester NRDC seeking documents relating to EPA Administrator Scott Pruitt's "State Action Tour." This FOIA request has been assigned tracking number EPA-HQ-2017-010175, which is currently in litigation. In order for EPA to demonstrate the Agency conducted a reasonably calculated search, as required by the FOIA, we need you to conduct a search of non-email records in your possession in accordance with the following parameters:

(1) Subject Matter of potentially responsive records: EPA records relating to (1) the process, planning, or criteria used to decide which states would be visited by Administrator Pruitt on his "State Action Tour"; and (2) the process, planning, or criteria used to decide which non-EPA persons, organizations, or entities to invite to attend any meeting with EPA officials during the "State Action Tour."

(2) Date range of potentially responsive records: 2/17/17 – 3/1/18

(3) Please conduct a search of the following types of records in your possession:

- Paper files (including, but not limited to, phone logs, schedules, handwritten notes, etc.);
- Non-email electronically stored information ("ESI"):
  - ☐ OneDrive
  - ☐ SharePoint
  - ☐ Government Furnished Equipment ("GFE") computer hard drive(s)
  - ☐ Lotus Notes database(s)
  - ☐ Any other local or shared hard drive(s)
- Text messages
- Voicemail
- External Drive(s) and Disc(s)
- Other non-email Agency records in your possession that are likely to be responsive records.

While conducting your search, ***please take notes on your search methods*** (e.g., type(s) of records, location(s) searched, how you identified responsive records, etc.). After you have completed your search, please scan and email any responsive records located through your search efforts to Fred No ([no.fredrick@epa.gov](mailto:no.fredrick@epa.gov)), with the email subject line, "NRDC FOIA 010175 search results." Please also send an email if you determine you have no responsive records (i.e., responding, "No responsive records located." ***Finally, please also include your notes briefly describing your search.***

To conclude your search efforts, ***please specifically answer the following question:***

1. Have you ever used personal email to conduct Agency business related to the decision process used to decide which states Administrator Scott Pruitt would attend during his "State Action Tour" or which non-EPA persons/organizations/entities would meet with during his "State Action Tour?"
  - a. If so, please indicate whether you have forwarded such message(s) to your [epa.gov](mailto:epa.gov) account and provide a copy of the forwarded message to Fred No ([no.fredrick@epa.gov](mailto:no.fredrick@epa.gov)).

EPA is currently obligated by court order to search, review, and produce all non-exempt responsive records for EPA-HQ-2017-010175 by June 5, 2018. With such a tight deadline before us, we need you to complete your search and submit any responsive records and search documentation by no later than **Friday, May 11, 2018.**

If you have any questions concerning the instructions above, please call or email:

**Fredrick No, (202) 564-2793, [no.fredrick@epa.gov](mailto:no.fredrick@epa.gov); OR**

**Scott Albright, (202) 564-2884, [albright.scott@epa.gov](mailto:albright.scott@epa.gov).**

Thank you.

Potential records custodians for EPA-HQ-2017-010175:

Scott Pruitt  
Nancy Grantham  
Thomas Brennan  
Lee Tanner  
Amy Dewey  
Cathy Milbourn  
Elizabeth Tate Bennett  
Stephen Gordon  
Millan Hupp  
Sarah Greenwalt  
Lincoln Ferguson  
Elizabeth Bowman  
Ryan Jackson  
Kelly Kunding  
John Konkus  
Kelsi Daniell  
Forrest McMurray  
Hayley Ford  
Troy Lyons  
Jahan Wilcox  
Gregory Peck  
Michael Shapiro  
Lee Forsgren  
Benita Best-Wong  
John Goodin  
Donna Downing  
Rose Kwok  
Mindy Eisenberg  
Andrea Drinkard  
Allison Dennis

Regards,

Fred No  
U.S. EPA  
Office of Administrator

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(202) 564-2793